



FmHA AN No. 2874 (1905-A)  
September 27, 1993

**SUBJECT:** Application Tracking System (ATS) of the Management Record System (MRS) Enhancement - New Reason and Explanation Fields

**TO:** State Directors, District Directors, and County Supervisors

**ATTN:** Farmer Programs Chiefs, MRS Coordinators, and Information Resource Managers

**PURPOSE/INTENDED OUTCOME:**

This Administrative Notice (AN) directs County Office personnel to input data into the new reason and explanation fields of ATS. This AN also eliminates the end of the month ATS data upload to the Kansas City mainframe computer. County Office personnel will continue their weekly ATS data upload to the State Office, and State Office personnel will continue to upload ATS data to the Kansas City mainframe computer every Thursday.

The intended outcome is for all pending complete direct and guaranteed loan applications without final disposition within 60 days to have a reason and, if necessary, an explanation input into ATS. And, County and State Office personnel will continue to upload ATS data to the mainframe computer once a week. No additional end of the month upload is required.

**COMPARISON WITH PREVIOUS AN:**

This AN updates FmHA AN No. 2741 (1905) to include the ATS enhancement. It also modifies the ATS data uploading requirements to the Kansas City mainframe computer.

**IMPLEMENTATION RESPONSIBILITIES:**

In order to fulfill the application processing timeliness reporting requirements of the Agricultural Credit Improvement Act of 1992, it is necessary to report to the Congress all pending applications without final disposition within 60 days


**EXPIRATION DATE:** September 30, 1994

**FILING INSTRUCTIONS**  
Preceding FmHA  
Instruction 1905-A



of the receipt of a complete application. These reports must include the reasons why the application has not reached final disposition (approval, rejection or withdrawn) within 60 days. ATS has been enhanced to include a reason field and an explanation field. For all pending complete applications without final disposition within 60 days, you must input a reason code into the reason field and provide an explanation in the explanation field, if necessary. The following reason codes are to be input into the reason field: 1 equals waiting on an appraisal; 2 equals waiting on an underwriting review; 3 equals waiting on acquired property appeals; 4 equals not a complete application (date was entered, but subsequently, new information requires additional work to complete application); and 5 equals other. If 5 (other) is input into the reason field, then an explanation must be input into the explanation field. If you input 3 in the reason field, then input the revised date of complete application as soon as possible after the additional work on new information results in a complete application.

Your support and cooperation are essential to meeting the reporting requirements of the Agricultural Credit Improvement Act of 1992. If you have any questions, please contact Kathleen Miller, Loan Officer, Farmer Programs Loan Making Division, at 202-720-1643.

  
SHARRON S. LONGINO  
Acting Administrator

Sent by Electronic Mail on 10/1/93 at 2:30pm by GSS.  
The State Director should advise other personnel as appropriate.